

CYCLE 4 ON-SITE ENTRANCE CONFERENCES

Talking points for ADE Title I staff

1. Welcome and Introductions, ADE and LEA staff
2. Purpose of Title I
 - a. To provide supplemental support for the most academically at risk students
 - b. Chain of monitoring responsibility from ED, to ADE, to LEA (LEA is responsible for monitoring its schools)
3. Purpose of the visit
 - a. Not a "got you". However, Title I has guidelines that have to be followed and there may be consequences for noncompliance of those guidelines that could affect your funding - we are here to make sure Title I is being used the way it was intended
 - b. See Title I programs in action - not to evaluate the teachers
 - c. Ask and answer questions
4. Review the goals for the day (Agenda)
 - a. Most documents have already been reviewed in ALEAT, make final determinations of "meets" or "needs further action" today
 - b. Interview staff, observe programs, check fiscal documents including time and effort, expenses, inventory, etc.
5. What can you expect at end of day for the exit conference?
 - a. General verbal summary of the day
 - b. Details of each compliance item review in ALEAT for the Federal Programs Director and an overview of the findings for the exit conference

- c. Talk about who you would want to invite to attend the exit conference
 - d. Within 10 days, LEA will receive a letter from the Monitoring Manager with a summary of compliance, recommendations and commendations
6. What types of issues can lead to a *letter of findings from the State Title I Director*, wherein funds may need to be returned?
- a. No program
 - b. Non-HQ staff
 - c. Inappropriate or non-allowable expenditures
(This may require an amendment to the application and/or journal entries which must be completed within 10 working days.)